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**TO: Economic Support Supervisors
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Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

**FROM: Amy Mendel-Clemens
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BHCE/BWP OPERATIONS MEMO

No: 04-31

DATE: 06/08/2004

FS	<input type="checkbox"/>	MA	<input checked="" type="checkbox"/>	SC	<input type="checkbox"/>
CTS	<input type="checkbox"/>	CC	<input type="checkbox"/>	W-2	<input type="checkbox"/>
FSET	<input type="checkbox"/>	EA	<input type="checkbox"/>	CF	<input type="checkbox"/>
JAL	<input type="checkbox"/>	JC	<input type="checkbox"/>	RAP	<input type="checkbox"/>
WIA	<input type="checkbox"/>	WtW	<input type="checkbox"/>		
Other	EP	<input type="checkbox"/>			

PRIORITY: MEDIUM

SUBJECT: Well Woman Medicaid and Family Planning Waiver

CROSS REFERENCE: CMS Letter 01-04-2001
Operations Memo's 01-84 and 02-84
s.49.473
42 U.S.C. § 300K
MA Handbook 39.1.0 - 39.8.0

EFFECTIVE DATE: July 1, 2004

PURPOSE

This memo outlines the change in eligibility criteria for Wisconsin Well Woman MA (WWWMA). This change will allow a woman eligible for Family Planning Waiver (FPW) to have her medical screenings for breast cancer, cervical cancer, and precancerous conditions of the cervix and diagnoses of cervical cancer or precancerous conditions of the cervix, performed by FPW providers, under the FPW program, meet the WWWMA medical eligibility criteria.

BACKGROUND

WWWMA provides full benefit Medicaid (MA) to eligible women who were screened for, diagnosed with, and determined to need treatment for, breast or cervical cancer or pre-cancerous cervical conditions, through the National Breast and Cervical Cancer Early Detection Program. In Wisconsin, this screening program is called the Wisconsin Well Woman Program (WWWP).

Previously, women screened and diagnosed with cervical cancer through the FPW were not eligible for WWWMA. In addition, women who were diagnosed with breast cancer while enrolled in FPW were not eligible for WWWMA.

Federal guidelines permit the State WWWP and WWWMA to expand the groups of healthcare providers who can provide approved screening and/or diagnosis of breast or cervical cancer for women, allowing more women to be medically eligible for treatment through WWWMA. The WWWP has decided to allow FPW waiver providers to participate in determining medical eligibility for WWWMA for women diagnosed with breast or cervical cancer or pre-cancerous cervical conditions. This decision is based on the FPW providers' provision of cervical cancer screenings and/or diagnostic tests, performance of a clinical breast exam, and referral for mammogram screening and other diagnostic tests not covered by FPW.

POLICY

In addition to the eligibility criteria stated in Operations Memos 01-84, 02-34, and MA Handbook 39.1.0-39.8.0, women, regardless of age, enrolled in FPW in CARES who meet the following criteria, will be eligible for WWWMA. These are women who:

- Are screened for, and diagnosed with, cervical cancer or a precancerous condition of the cervix,
OR
- Receive a clinical breast exam through FPW and through follow up medical testing independent of the FPW are diagnosed with breast cancer,
AND
- Are found to be in need of treatment for breast or cervical cancer or a precancerous cervical condition.

NEW PROCESS

The FPW enrollment in CARES will act in place of the WWWP enrollment to meet financial and non-financial eligibility requirements for the medical screening program. By submitting a Wisconsin Well Woman Medicaid Determination form (HCF10075) completed by the physician to the Economic Support Agency (ESA) the recipient makes the request to enroll in WWWMA and disenroll from FPW.

Citizenship/qualified non-citizen status and SSN verification will have been covered in the FPW eligibility process and as with other MA programs, the ESA will need to determine that the woman is not certified eligible for private or public health care coverage for treatment of her breast or cervical cancer. Prior to enrolling the client in WWWMA, the ESA will disenroll her from FPW.

APPLICATION PROCESSING**Applicant not yet eligible for FPW in CARES**

For new applicants and those who are only presumptively eligible for FPW:

1. Enter the individual onto CARES and **confirm eligibility for FPW** to insure that the applicant meets the financial eligibility criteria for FPW.
 - Should the applicant be found ineligible based on failing the financial eligibility criteria, refer her back to WWWP.
2. Tran back to ACPA for FPW and change the request for the individual who is enrolled in FPW to 'N'.
3. **RE**-run eligibility (SFED or SFEX) and confirm the FPW closure.
4. CARES will close the FPW case as of the end of the month or as of the end of the next month, based on adverse action (AA) logic.
 - Suppress the closure notices and use CNSL to generate the new manual notice (letter type NWWW.) A copy of the notice is attached to the memo
5. Proceed with the normal WWMA procedure including completing the 3070M to establish the WWMA eligibility. The effective date of the WWMA is the date of diagnosis on the HCF10075, or up to three months prior to her WWMA application filing date, whichever is more recent, but MMIS must show FPW eligibility prior to WWMA eligibility for at least one day.

Applicant already eligible for FPW in CARES

If the client is already enrolled in FPW, tran to ACPA and follow steps 2 through 5 above.

Timing On Changing From FPW to WWMA

The CARES FPW case closure needs to update EDS MMIS before the manual 3070 WWMA information is updated. If the order is reversed, the CARES closure will wipe out the manually applied WWMA.

New Backdating of WWMA for WWWP Clients

WWMA eligibility through WWWP will continue to follow the instructions in Operations Memo 01-84 with the following exception: When certifying a women for WWMA through WWWP (with the DPH 4818), effective July 1, 2004, manually certify any woman who has met the criteria for 12 months from one of the following dates:

1. The day following the diagnosis date (rather than the first of the month in which the diagnosis occurred), or
2. Up to 3 months prior to the filing date, if the diagnosis date is older than three months in the past.

Example

Sherry was diagnosed with cervical cancer on April 16, 2004. The WWWP screener certified Sherry for presumptive eligibility for WWWMA from April 16th through May 31, 2004. Following program guidelines, Sherry came in to the local ES agency to apply for WWWMA on May 5, 2004. The ES worker certifies Sherry for WWWMA from April 17, 2004 to April 30, 2005.

REVIEWS AND RECERTIFICATIONS

Reviews/recertifications are required every 12 months after the initial eligibility determination at the WWWMA enrollment date. Because this is a manual process, each agency is able to establish their own procedure for scheduling and tracking reviews. In order to eliminate unnecessary reviews, a best practice is to check MMIS to be sure that the recipient has not become certified for another type of full benefit MA (for example SSI MA) prior to notifying the recipient that a review is due. The local agency must notify the recipient 45 days before the review is due to schedule a review. As in other MA subprograms, a recipient has the choice of handling the review process in person, by mail or by phone.

At review, the recipient must provide a newly completed WWWMA form HCF 10075 indicating she is still in need of treatment for breast or cervical cancer, as certified by her physician.

WWWMA APPLICATION

The Wisconsin Well Woman Medicaid Determination form (HCF10075) has been revised to include the FPW information and other pertinent diagnostic information. The new version of this form will be available on the EM Website July 1, 2004 and can be downloaded and copied. Copies of the four-ply paper application will be available July 15, 2004 and can be ordered from the DHFS forms center.

ATTACHMENT

CARES generated FPW Disenrollment/WWWMA Enrollment Letter

CONTACTS

BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Wisconsin Investment Act, Other EP – Other Employment Programs.

DHFS/DHCF/BHCE/JE/JW/LT